

Criminal Justice Information System (CJIS) Advisory Committee Meeting Summary

Date: September 21, 2004

Location: Iowa Judicial Branch Building, Room #165

Hours: 10:00 a.m. – 2:00 p.m.

Members Present: Dennis Anderson, Doug Strike, Mary Tabor, Lois Leary, Dennis Henderson, Tom Becker, Robert Sosalla, Leesa McNeil, Mike Riepe, Gary Maynard, Larry Murphy

Members In Absentia: Robert Dvorsky, Helen Miller, Lance Horbach, Steve Kettering, Larry Grund, Mike King

Others Present: David Meyers, Dick Moore,

Actions Taken: 1) By unanimous consent the Committee agreed to cancel the October 12 meeting.

2) By unanimous consent the Committee agreed to reschedule the November meeting from November 9 to November 4.

3) By unanimous consent the Committee agreed to dedicate the entire November 4 meeting to a review, discussion, and work session involving the development of a Request for Proposal (RFP) to be released to solicit proposals for the development of a statewide, criminal justice information system integration plan.

4) By unanimous consent the Committee agreed to forward a CJIS budget recommendation to the Board for their consideration. The Committee recommendation was for the Board to sponsor and transmit, in a manner that the Board deems most appropriate, a general fund appropriation request of \$142,112 to the Legislature for an appropriation to the Department of Human Rights, Division of Criminal and Juvenile Justice Planning for the oversight and administration of the state's justice integration initiative. David Meyers will be working with Sheriff Anderson to develop a formal budget document to be forwarded to the Board.

5) By majority voice vote (Mike Riepe abstaining) the Committee agreed to request that the Department of Administrative Services obligate federal Byrne grant funds to sub-contract with the Iowa County Attorney's Case Management Project team for the implementation of a pilot project involving a common case management system for Iowa's county attorneys. David Meyers was directed to work with the staff of the Department of Administrative Services, the Governor's Office for Drug Control Policy, and representatives of the Iowa County Attorney's Case Management Project team on the sub-contracting requirements. The estimated amount of funding to be provided for the pilot project is approximately \$285,000. David Meyers was requested to do a final grant funding reconciliation to determine the exact level of funding. That amount, when determined, will be attached to these notes as an addendum.

6) By unanimous consent the Committee agreed to the establishment of a sub-committee to develop specific sub-contracting language and requirements to be included in the final sub-contracting grant agreement between the Department of Administrative Services and the Iowa County Attorney's Case Management Project team. The sub-committee membership includes the following members or their designees: Larry Murphy (chair), Mary Tabor, Larry Grund, Gary Maynard.

7) By unanimous consent the Committee agreed to establish a sub-committee to develop an initial draft of a Request for Proposal (RFP) to be released to solicit proposals for the development of a statewide, criminal justice information system integration plan. The sub-committee membership includes the following individuals: David Meyers (chair), Larry Murphy, Dick Moore, Jim Day, John Baldwin, Larry Grund.

Meeting Highlights:

- Leesa McNeil, District Court Administrator, Third Judicial District, presented a CJIS budget recommendation as developed by the CJIS budget sub-committee. The recommendation was that \$142,112 be appropriated by the Legislature from the general fund to the Department of Human Rights, Division of Criminal and Juvenile Justice Planning, for the oversight and administration of the state's justice integration initiative. This amount includes funding for the salary and benefits of the state's CJIS coordinator as well as maintenance, travel, and consulting costs.
- The Committee engaged in a lengthy discussion regarding the information and funding request provided at the last Committee meeting by Zetta Pilch, Project Manager of the Iowa County Attorney's Case Management Project team.
- David Meyers, Iowa's CJIS coordinator, presented background information about what other states around the country have done regarding the development of Requests for Information (RFI's) and Requests for Proposals (RFP's) for the development of statewide criminal justice information system integration plans. Iowa has received \$233,270 in federal funds to develop such a plan. Several RFP's from such states as North Dakota, Washington, Oklahoma, and New Jersey were distributed and discussed. Additionally, David identified several other resources that may be of assistance as the Committee develops Iowa's RFP.

Next meeting:

Thursday, November 4, 2004
10:00 a.m. – 2:00 p.m.
Large Conference Room (#165)
Iowa Judicial Branch Building
1111 East Court Avenue
Des Moines, Iowa 50319